

Community Eligibility Provision

Data Synchronization Setup
IC and Food Service POS

Here is a brief presentation on data synchronization for partial and full CEP districts.

Overview

- Student meal status is shared from the food service POS to Infinite Campus for use in federal and state reporting
- CEP schools do not collect NSLP household applications but information on free/reduced status is done by the HIF form, which shall be processed in Infinite Campus
- Districts will need to adjust their data synchronization settings between IC and the food service POS to account for this

Student meal status is normally shared from the food service POS to Infinite Campus for use in federal and state reporting. With the introduction of CEP, the NSLP household applications have been done away with since reimbursement is based on the percentage of directly certified students. In lieu of the NSLP household application a household income form (HIF) has been developed to identify students as free/reduced. These HIF forms will be processed in Infinite Campus. Districts must adjust their data synchronization settings to ensure that the data synchronization of meal status will not occur for CEP schools.

Data Synchronization

✓ Action Item

Data synchronization must be adjusted depending on your CEP type; contact your POS vendor if you need assistance

Mixed CEP Districts

| School | Action Required |
|---------|---|
| Non-CEP | Upload both meal status and DC information (if using POS to import DC file) |
| CEP | Turn off data synchronization with Campus |

All CEP Districts

| Action Required |
|---|
| Turn off the data synchronization with Campus |

The steps to follow are outlined above. For partial CEP districts data synchronization should be turned off for the CEP schools: only the non-CEP schools will have the meal status transfer over. Full CEP districts (i.e., all schools are on CEP) should have data synchronization completely turned off between the food service POS and Infinite Campus.

DC Import

The direct certification import file will continue to be imported in the POS for both full and partial CEP districts.

Full CEP districts will import the DC data in both Infinite Campus and the POS.

Step-by-step instructions are on the [KDE SCN DC Download website](#) -- in the help manual, which is located in the upper right hand corner of the web page.

The import of the direct certification file should continue to occur for the food service POS – and for full CEP districts, the DC import must be done in Infinite Campus as well. (Food service needs the DC counts for April DC reporting and Infinite Campus needs it for state and federal reporting.)

Questions

- Please send any questions to Brad Blunt (brad.blunt@education.ky.gov)
- Technical assistance on importing the DC file may be obtained through a support ticket to Infinite Campus or through Campus Community (<https://id.infinitecampus.com>)

My contact information is noted above. Please contact me if you need any assistance.